

MONROE COUNTY

JOB DESCRIPTION

Position Title: CASE MANAGER

Date: 04/01/99

Position Level: 8

FLSA Status: Nonexempt

Class Code: 8-21

GENERAL DESCRIPTION

Primary function is to perform specialized Social Work with the County's elderly and disabled population through the In-Home Service program. Reports directly to the Sr. Administrator.

1. Organize and coordinate provision of services both internally and externally.
2. *Performs home visits to assess client's needs and to monitor client's condition and quality of services provided.
3. Serves as an advocate for the client within the community.
4. *Completes paperwork required by Department of Elder Affairs and In Home Services to ensure client eligibility and enrollment in programs.
5. *Determine appropriate programs to be provided to the elderly clients.
6. Review program policies and respond to policy changes mandated by Dept. Of Elder Affairs/Alliance for Aging.
7. Provide referral information to clients, caregivers and other community members.
8. Travels as part of necessary duties.
9. Performs other duties as assigned.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: CASE MGR	Class Code: 8-21	Position Level: 8
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KEY JOB REQUIREMENTS	
<i>Education:</i>	Bachelor's Degree required. Major(s) required: Social Work, Sociology, Psychology or related field.
<i>Experience:</i>	1 to 2 years.
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the entire department.
<i>Complexity:</i>	Varied: Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations.
<i>Decision Making:</i>	Varied: Supervision is present to establish general objectives relative to a specific project, to outline the desired end product and to identify potential resources for assistance. Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.
<i>Communication with Others:</i>	Requires regular internal and external contacts to carry out programs and to explain specialized matters. Occasionally requires contact with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Responsible for providing limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions. Typically responsible for performing some non-supervisory duties in addition to supervisory responsibilities. May perform staff evaluations and make recommendations regarding pay and/or performance.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	On-call 24 hrs pending disasters.
<i>Other:</i>	Valid Fla. Dr. License, computer experience, must be able to possess DOEA certification in Assessment and Care Planning as part of employment training. Requires Word Processing and database computer experience.

APPROVALS	
<i>Department Head:</i>	
Name: _____	Signature: _____ Date: _____
<i>Division Director:</i>	
Name: _____	Signature: _____ Date: _____
<i>County Administrator:</i>	
Name: _____	Signature: _____ Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____

